



City of Torrance, Community Services Department Procedures and Guidelines INSURANCE GUIDELINES

Thank you for your interest in reserving a facility through the Torrance Community Services Department. A certificate of insurance is required for the following types of reservations:

- Events exceeding 100 people (including spectators).
- School events and day camps.
- Groups booking more than 3 dates (long-term users).

The insurance specifications are required as follows:

- Liability insurance in the amount of One Million Dollars.
- The certificate must be provided to the Facility Booking office at least 2 weeks prior to the event.
- The Description of Operations language must read as follows:

“The City of Torrance, The City Council and each member thereof, and every officer and employee of the City, and every member of boards and commissions”.
- The City of Torrance must be additionally insured and the Certificate Holder information must read as follows:

City of Torrance
Attn: Facility Booking Office
3031 Torrance Blvd.
Torrance, CA 90503
- DO NOT insure the park/ facility address.

If you have any questions, please contact the Facility Booking Office at (310) 618-5982 or FacilityBooking@TorranceCA.Gov.